

Receptionist

Colorado Department of Higher Education

Description of Job:

Essential Duties & Responsibilities:

- 1.) Front-facing role that requires; receiving visitors, answering incoming calls, taking messages, routing calls and visitors to appropriate individuals
- 2.) Heavily customer service orientated; must be able to deal with people of all levels, requiring all levels of service
- 3.) Hire, train, and supervise rotating schedule of Work Study students; required attendance at employer training events, workshops and job fairs
- 4.) Run interference regarding general higher education inquiries, questions and concerns
- 5.) Answers questions regarding College Opportunity Fund (COF), Division of Private Occupational Schools (DPOS), grant and state-funded financial assistance, rules and regulations, student complaints and all general facets of higher education in Colorado.
- 6.) Provide information on availability of specific degree programs to callers/visitors.
- 7.) Processes checks, writes receipts and assists Controller with various tasks
- 8.) Processes incoming and outgoing mail including sorting, logging, and distribution
- 9.) Purchase office supplies and break room supplies as requested and necessary
- 10.) Assist staff with administrative tasks as needed.
- 11.) Manages conference room schedules

Required Skills

- 1.) Bachelor's Degree and two years related experience
- 2.) Strong customer relations skills including but not limited to dealing with clients, sensitive issues and confidential information
- 3.) Strong data entry and typing skills
- 4.) Proficient in MS Office Suite
- 5.) Solid written and verbal communication skills with the ability to effectively communicate and interact with all levels of personnel and the general public

Preferred Qualifications

- 1.) Experience with Adobe Dreamweaver, content management systems and/or basic HTML
- 2.) Higher Education experience
- 3.) Communications/PR experience
- 4.) Eagerness to learn and an interest in taking on additional tasks as needed

Application Procedures

To be considered for this position, candidates must possess the minimum qualifications listed above and submit the following: Cover letter and resume. Submit your completed application materials to:

clangan@college-assist.org

Or:

Colorado Department of Higher Education
Attention: Cindy Langan
1560 Broadway, Suite 1600
Denver, Colorado 80202

This position is not governed by the selection process of the classified personnel system and is not part of the classified state personnel system.

Compensation

\$31,200 Annually

Application Deadline: Position will remain open until filled. Application review begins immediately and position start is immediate. Employment is contingent on successful completion of a criminal background check.

The Colorado Department of Higher Education is an Equal Opportunity employer. In compliance with federal and state anti-discrimination laws, the Department does not discriminate in matters of employment based on disability, race, creed, color, sex, sexual orientation, transgender status, religion, age, national origin, or ancestry.